

Newberg School District 29J

Code: **GBEC**
Adopted: 1/14/91
Readopted: 9/24/07
Orig. Code(s): 3110

Drug-Free Workplace

Responsibilities Regarding Drugs and Alcohol in the Workplace

1. No district employee shall manufacture, distribute, dispense, possess and/or use alcohol or illegal drugs or controlled substances in the workplace.
 - a. "Drugs" shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance. Alcohol shall include any form of alcohol for consumption, including beer, wine, wine coolers, or liquor.
 - b. "Workplace" shall mean the site for the performance of work done for the district. This includes any district building or district building premises; any district-owned vehicle or any other district-approved vehicle (including the employee's own vehicle) while used to transport students or fellow employees to and from school or school activities or to transport fellow workers to and from different work sites; off-school property during any district-sponsored or district-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the district.
 - c. The legal/medical use of controlled substances is exempt from this policy.
2. Employees who are convicted of any violation of criminal drug statutes occurring in the workplace are required to notify the superintendent no later than five days after such conviction.

Responsibilities Regarding Drugs Generally

1. All district employees must abstain from the use, manufacture, distribution, dispensation, or possession of illegal drugs and controlled substances as defined above.
2. All district employees are to adhere to all legal requirements regarding the use, manufacture, distribution, dispensation or possession of controlled substances as defined above.

Notice to Employees

1. Principals and/or supervisors annually shall provide employees the following information:
 - a. The dangers of drug and alcohol abuse in and outside the workplace;
 - b. The terms of this district policy;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs;
 - d. The penalties an employee can incur for any infraction of this policy.

2. Annual notification may be made by distributing copies of this policy and supplementary material at a staff meeting and/or publishing this policy and related material, as described above, in a staff handbook or other communication to all staff members.

District Action in Case of Violation of This Policy by Employees

1. As a condition of employment with the district, all employees are required to abide by the terms of this policy and any implementing administrative rules.
2. If the district's investigation determines that an employee has violated this policy and/or implementing administrative procedures, regardless of whether the employee has been charged or convicted of criminal activity, the district shall take appropriate disciplinary action(s), including reprimand, suspension, and/or termination of employment.
3. Through implementation of this policy, the administration shall strive to maintain a drug-free workplace and to fulfill the district's role in educating and modeling for students and the community concerning the dangers of drug and alcohol abuse.

END OF POLICY

Legal Reference(s):

[ORS 243.650](#)

[ORS 336.222](#)

[ORS Chapter 475](#)

[ORS 657.176](#)

[ORS 809.260](#)

SB 517 (2007)

[OAR 584-020-0040\(5\)\(e\)](#)

Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 701-707 (2006); General Principles Relating to Suspension and Debarment Actions, 34 C.F.R. §§ 85.600 - 85.645 (2006).

Controlled Substances Act, 21 U.S.C. § 812; Schedules of Controlled Substances, 21 C.F.R. §§ 1308.11 - 1308.15 (2006).

Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101-7117 (2006).